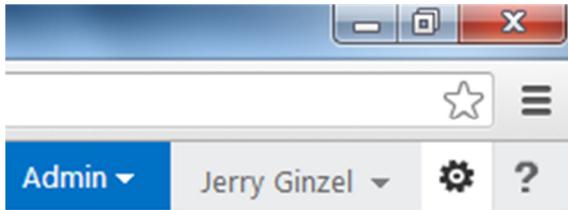


## Transferring Your Groupwise Messages to Office 365

-Go to <https://Outlook.com/lansingschools.net> and log into your Office 365 account.



-Click on the little gear near your name in the top right corner of the screen and select “options”

shortcuts to other things you can do

[See email from all your accounts in one place](#)

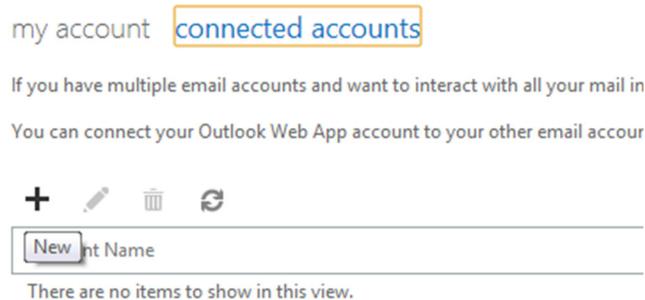
[Set up an automatic reply message](#)

[Connect your mobile phone or device to your account](#)

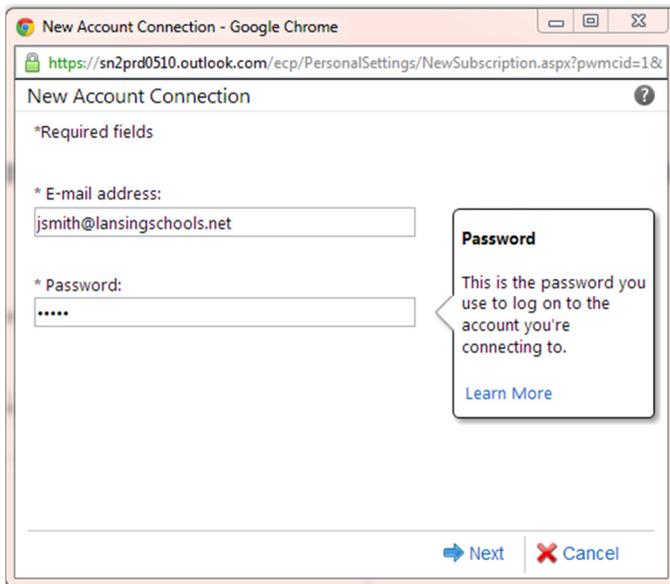
[Connect Outlook to this account](#)

[Forward your email](#)

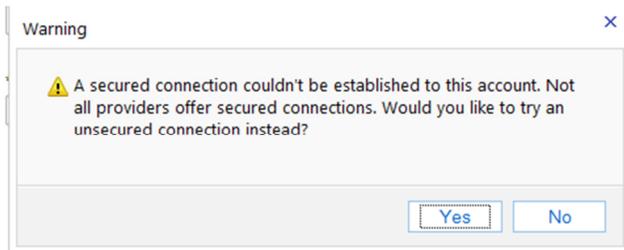
-Select “See email from all your accounts in one place”, which will be on the right of the screen



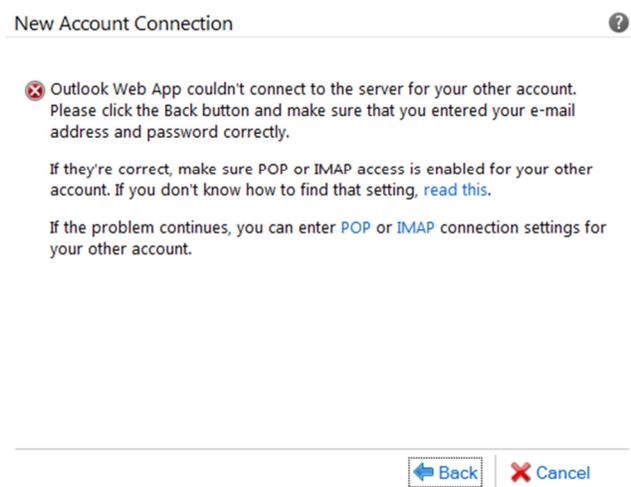
-Select the plus sign that is on the first section of this next screen.



-In the first screen, fill in a generic email address using first initial last name (ex. jsmith@lansingschools.net) and generic password '12345'. Do not use your Office 365 information. Click "Next"



-You will get an error, this is expected, when you see it, click "Yes"



-You will get another error as Office 365 is unable to log in. In the last sentence of the message, there is a blue "POP" link. Click on the blue "POP"

New POP Account Connection - Google Chrome

https://sn2prd0510.outlook.com/ecp/PersonalSettings/NewPopSubscription.aspx

### New POP Account Connection

\*Required fields

#### Account Information

\* Display name:  
Jerry Ginzel

\* E-mail address:  
gginzel@lansingschools.net

\* User name:  
ginzelg0325

\* Password:  
.....

Leave mail on server

#### Server Information

\* Incoming server:  
gw.lansingschools.net

Authentication:  
Basic

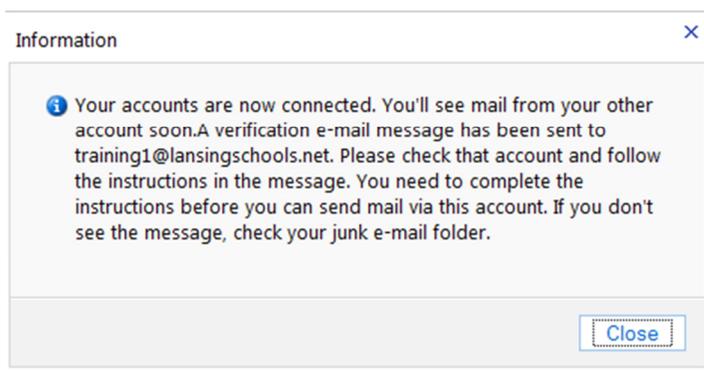
Encryption:  
None

\* Port:  
110

[Learn More](#)

✓ Save | ✗ Cancel

-You will now need to fill out the POP information as you see above. You may need to scroll down to see all the lines. Enter your Groupwise information, not your Office 365 info. For the email address, enter the email address you used on the last step. Click "Save"



-Click close and then log into gw.lansingschools.net and confirm that you received the test message.